



City of Woodburn
Community Development Department
270 Montgomery Street
Woodburn, OR 97071
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OFFICE USE ONLY File Number(s): MOC_____
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Application Packet for a Modification of Conditions of Approval

Visit the City of Woodburn [Planning webpage](#) for the most current forms and applications.

General Information:

The Modification of Conditions of Approval Application is used to request to modify a condition of approval associated with an approved land use application package. These requests are reviewed pursuant to [Woodburn Development Ordinance](#) (WDO) 4.02.07.

Fee: Fees are required for an application to be accepted.

See the [planning fee schedule](#) online

Required Attachments:

- Electronic versions of all application materials, which can be sent via zip folder in email or saved on a flash drive.
- [Uniform Application](#). In the case of multiple applications, only one Uniform Application form need be submitted. (One copy.)
- Narrative identifying the original application package and file numbers outlining the requested modifications to a condition or conditions, and demonstrating compliance with the criteria of the Woodburn Development Ordinance. (One paper copy plus one digital copy.)
- Latest recorded deed(s) for the subject property, or the recorded sales contract (One copy.)
- Provide plan, detail, and cross section views as necessary to convey the nature of the Modification of Condition request. **See "Site Plan Requirements" checklist.**

Prior to deeming an application complete, the Director may request additional information.